



Department of Housing and Community Development

May 26, 2010

NOTIFICATION OF VACANCY

**ADMINISTRATIVE ASSISTANT
(Administrative & Office Specialist III)**

POSITION #00368

LOCATION:

**DHCD
468 EAST MAIN STREET
SUITE 300B
ABINGDON, VA 24210**

HIRING RANGE:

\$32,000 - \$40,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a well organized individual to provide professional administrative support to the Director of Southwest Virginia Cultural Heritage Museum Commission. The selected individual will provide exceptional customer service to the Director, customers, and the Commission. Essential duties will consist of reviewing, summarizing, prioritizing and expediting daily issues that require the Director's review or response; maintaining systems that support the office including correspondence, financial management, and ensuring timely processing of transactions. The individual will manage the Director's calendar, schedule appointments and make travel arrangements; screen incoming calls; organize programs, events, and meetings; prepare agendas, notices, minutes; sort and distribute mail; develop visual presentations; light bookkeeping and assist other staff and the Commission as needed. This position is located in Abingdon.

QUALIFICATIONS GUIDE:

Must have significant experience providing administrative support to an Executive or Director level position. Extensive skill and experience using a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, PowerPoint). General knowledge of analytical principles and research methods. Must be able to interact and communicate with individuals at all levels in public and private sector organizations and have a high level of interpersonal skills. Demonstrated ability to use sound judgment and work independently; to communicate effectively both orally and in writing; to draft procedures and conduct research. Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands. Knowledge of state procurement and fiscal policies preferred. Graduation from a community college or technical school with a concentration in administration, business administration or related field. Experience in administrative support duties, workflow analyses, bookkeeping, policy interpretation and application, fiscal processes, project management and presentation development. Education may substitute for years of relevant experience.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY WEDNESDAY, JUNE 9, 2010, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.